

# JANITORIAL SERVICE WORK CALENDAR (SPECIFICATION SHEETS)

CONTRACT/REQUISITION: SERWEN 05-1  
SITE COORDINATOR: Karen Sprague

LOCATION: DEPT. OF CORRECTIONS  
325 N. CHELAN, SUITE A  
Wenatchee, WA. 98802

TOTAL SQUARE FEET: 4517

	WEEKLY PERFORMANCE REQUIREMENTS	SQ. FT.	M	T	W	T H	F	ACTUAL PERFORMANCE
1	<b>RECEPTION AREA</b>		X		X		X	
	VACUUM ALL CARPETED AREAS		X		X		X	
	DUST MOP/DAMP MOP ALL UNCARPETED AREAS; SUPPLY / MAIL ROOM AREA		X		X		X	
	VACUUM ALL CLOTH-COVERED FURNITURE							
	CLEAN GLASS DOOR(S), WINDOWS(S), COUNTER, TABLE(S), AND VINYL CHAIR(S)							
	VACUUM AND/OR WET MOP ALL MATS & RUNNERS							
	OTHER; VACUUM: CONFERENCE ROOM						X	
2	<b>RESTROOM CLEANING</b>							
	CLEAN & DISINFECT ALL TOILET BOWLS & URINALS		X	X	X	X	X	
	CLEAN & WASH BASINS AND ATTACHED FIXTURES		X	X	X	X	X	
	CLEAN ALL MIRRORS		X	X	X	X	X	
	SWEEP, DAMP MOP AND DISINFECT RESTROOM FLOORS		X	X	X	X	X	
	WASH & DISINFECT TOILET PARTITION WALLS						X	
	WASH & DISINFECT RESTROOM WALLS							
	FILL ALL TOILET PAPER, PAPER TOWEL & SOAP DISPENSERS (PROVIDED BY THE DEPARTMENT)							AS NEEDED
	SHOWER							
3	<b>LUNCH ROOM: DAMP MOP ALL TILED FLOORS</b>		X	X	X	X	X	
	DUST MOP/DAMP MOP ALL UNCARPETED AREAS		X		X		X	
	VACUUM ALL CARPETED AREA; RECEPTION, ENTRANCE, LOBBY AREA, GENERAL OFFICE, STAIRWAY, HALL AREA		X		X		X	
	OTHER; SUPPLY/MAILROOM AREA						X	
4	<b>GENERAL OFFICE/HALL AREAS</b>		X		X		X	
	DUST MOP ALL UNCARPETED AREAS							

	WEEKLY PERFORMANCE REQUIREMENTS	SQ. FT.	M	T	W	T H	F	ACTUAL PERFORMANCE
	DAMP MOP ALL UNCARPETED AREAS							
	VACUUM ALL CARPETED AREAS							
	CLEAN ALL WINDOWS							AS NEEDED
	OTHER; SPOT CLEAN GLASS DOORS, GLASS PARTITIONS, DOOR TRIMS, LIGHT SWITCHES, WALLS, WOODWORK, FILE CABINETS, ETC.. (CLEAN GLASS DOORS AS NEEDED)						X	
5	<b>CLEAN DRINKING FOUNTAIN(S)</b>			X			X	
6	<b>REPLACE LIGHT BULBS AND TUBES</b>							AS NEEDED
7	<b>EMPTY ALL WASTE RECEPTACLES AND DEPOSIT IN OUTSIDE CONTAINER</b>		X	X	X	X	X	
8	<b>SECURE/LOCK DOORS BEFORE LEAVING OFFICE BLDG. AND SET MOTION ALARM PICK UP LITTER AND DEBRIS WITHIN A 10 FOOT RADIUS OF BUILDING AND EMPTY OUTSIDE WASTE RECEPTACLES SWEEP, ALL OUTSIDE ENTRANCES, STAIRS AND WALKWAYS</b>		X	X	X	X	X  X  X	

	PERIODIC PERFORMANCE REQUIREMENTS	SQ. FT.	J	F	M	A	M	J	J	A	S	O	N	D	
9	<b>STRIP, SEAL AND WAX ALL TILED FLOORS</b>														
	RECEPTION, ENTRANCE, LOBBY AREAS														
	GENERAL OFFICE AREA														
	LUNCHROOM/ RESTROOM					X						X			
	RESTROOM AREAS: FILL ALL TOILET PAPER, PAPER TOWEL RECEPTACLE, SOAP DISPENSERS (PROVIDED BY THE DEPT. OF CORRECTIONS)														AS NEEDED
	SUPPLY/MAILROOM AREAS					X						X			
	HALL AREA - BACK ENTRY WAY														
	OTHER														
10	<b>SPOT WAX AND POLISH TILED FLOORS</b>														
	RECEPTION, ENTRANCE, LOBBY AREAS														
	GENERAL OFFICE AREA														
	LUNCHROOM		X						X						
	RESTROOM AREAS		X						X						
	SUPPLY/MAILROOM AREAS		X						X						
	HALL AREA														
	OTHER														
11	<b>DUST ALL HIGH LEDGES, INCLUDING PICTURE FRAMES</b>														
12	<b>VACUUM CLOTH-COVERED FURNITURE</b>		X						X						
13	<b>CLEAN ALL VINYL-COVERED FURNITURE</b>		X						X						
14	<b>DUST BOTH HORIZONTAL AND VERTICAL VENETIAN FABRIC BLINDS</b>				X			X			X			X	
15	<b>WASH BOTH HORIZONTAL AND VERTICAL VENETIAN VINYL BLINDS</b>							X							
16	<b>WASH ALL LIGHT FIXTURES AND CEILING VENTS</b>					X						X			
17	<b>WASH INTERIOR / EXTERIOR SIDE OF WINDOWS</b>				X				X				X		
18	<b>CLEAN AND DISINFECT INSIDE &amp; OUTSIDE OF ALL WASTE RECEPTABLES, INCLUDES RESTROOM RECEPTACLES. VACUUM OR WET MOP CARPET AND RUBBER MATS AND RUNNERS</b>					X						X			
	<b>DUST ALL HIGH LEDGES, INCLUDING PICTURE FRAMES</b>		X		X		X		X		X		X		
	<b>WASH AND DISINFECT TOILET PARTITIONS WALLS</b>		X	X	X	X	X	X	X	X	X	X	X	X	ON A FRIDAY
	<b>WASH AND DISINFECT RESTROOM WALLS</b>					X						X			

